



Lynden Christian School

Job Description

POSITION TITLE: Bus Mechanic/Maintenance Technician

RESPONSIBLE TO: Plant Supervisor

POSITION FTE: 1.00 FTE or .50 FTE Bus Mechanic and .50 FTE Maintenance Technician (job share).

POSITION SUMMARY: This position is responsible for the bus care and maintenance for the elementary, middle, and high schools' buildings as needed.

CONDISTIONS OF EMPLOYMENT

- Work Year: 2023-2024
- Starting Date: June 2023
- Compensation: \$19.50-24.50 Hourly, DOE
- Benefits: This position does qualify for healthcare and retirement benefits.

CHARACTER PROFILE:

- Model a commitment to the Lord Jesus Christ, to Christian Education, and to the mission of Lynden Christian.
- Encourage the mission of Lynden Christian by providing quality performance of duties in a spirit of respect and cooperation with all employees and students.
- Providing Christian leadership and encouraging respect and cooperation.

BASIC RESPONSIBILITIES (include but not limited to):

Bus Mechanic Duties:

- Assists in the maintenance, diagnosis, and repair of all school vehicles.
- Follows prescribed preventative maintenance procedures on all vehicles.
- Performs services and repairs on school buses, including but not limited to, diesel engines, injectors, pumps, automatic and standard transmission repair and replacement, air brake systems and electrical systems.
- Responds to school bus driver needs and maintains a positive working relationship with school employees and students.
- Responds to emergency road calls during and after regularly scheduled work hours as needed.
- Performs functions of a school bus driver substitute when needed for the purpose of meeting the school's transportation service needs.
- Maintains vehicle repair records including the nature of the repair, labor hours, and parts used in making repairs.
- Assists in other school and department transportation related needs as required.

Maintenance Duties:

- Assist supervisor to develop and implement a comprehensive and preventative maintenance program for all buildings.

- Grounds: gutters, roofs, exterior lighting, fencing, out buildings
- Grounds: secure buildings for the evening hours, checking windows/doors/gates.
- Building: minor electrical, plumbing, HVAC filter replacement, equipment and furniture repair, preventative care on equipment.
- Assist with special program and event setups, game setups, as well as some rental supervision; help with summer deep cleaning and floors at Christmas break.

OTHER

- Be available and willing to perform other duties that are necessary for the operation of Lynden Christian School.
- Be aware of use of fire alarm and prevention equipment. Be aware of and prevent fire hazards.
- Remove snow and ice when necessary.
- Be aware of and eliminate other hazards to the student population. Be prepared for emergency situations and assist in resolution.
- Clean-up any “special” situations or problems in the buildings.
- Keep equipment in good repair and supplies in stock.
- Communicate regularly with the Head Custodian regarding needs and opportunities.

REQUIREMENTS:

- Maintenance and repair experience necessary
- Valid Washington State driver’s license with commercial passenger, school bus, and airbrake endorsement required
- Successful completion of a School Bus Driver Training Course (or willing to complete within 90 days)
- Team player
- Willingness and ability to learn computer programs and commercial cleaning practices.
- Attention to detail and strong organizational skill.
- Work well independently and possess initiative.
- Flexible and adaptable to various work situations

This is not a comprehensive job description meant to cover all possible duties. Duties and responsibilities may be added or subtracted as necessary to maintain the campus in an efficient manner. Other projects and jobs may be assigned outside the scope of this job description when necessary.